

D R A F T

MEMORANDUM FOR: All NIOs

FROM : Richard Lehman
D/DCI/NI

SUBJECT : Attributional Footnotes on IIMs

1. Attached is a checklist which has been worked out in coordination with DDI, State, and DIA representatives. It has been developed as a guideline to ensure that attributional footnotes clearly convey to the reader who was involved in the project and at what level it was coordinated.

2. Clearly, not all items on the checklist will apply to any specific IIM, but I ask that you give attention to ensuring that all relevant items are included. In many cases, the checklist will also be useful in preparing footnotes for Interagency Alert Memoranda.

Richard Lehman

Attachment
A/S

FOOTNOTE CHECKLIST

1. Identify requester.
2. A notation that the IIM was prepared "under the auspices of _____" or "assigned by _____."
3. Indicate who chaired the working group.
4. Specify agency with primary drafting responsibility -- identifying the specific office or individual drafter as appropriate.
5. Identify other agencies participating and indicate degree of coordination, i.e., "coordinated at the working level" or "coordinated by the Defense Intelligence Agency."
(Note: Words other than coordinated can be used as appropriate; the main goal here is to differentiate between working level coordination and the blessing of senior officials.)
6. Indicate if the paper has been sent to the field for review and comment.
7. Identify any portions of the paper that may have been altered after coordination because of late-breaking developments.

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